

VOLUNTEER OPPORTUNITY

Position Open: 5/1/2008

Position Title: Security Receptionist

Department/Division: Security Unit, ASD

Workplace Address: 2102 W. Encanto, Phoenix, AZ 85009

Number of Hours/Week: Flexible – but generally 24 hours per week

Days of Work Week: ☐ Sat ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thurs ☒ Fri

☒ Flexible, explain: Generally volunteer is needed for Tuesday through Thursday, but occasions arise when help is needed on Monday or Friday.

Start/End Hours: Flexible between 8:00 a.m. to 5:00 p.m.

Position Description:

1. Answer telephones and receive visitors and employees in order to provide assistance.
2. Log visitors and contractors into Visitor Management System Computer.
3. Acknowledge alarms and dispatch security personnel as appropriate.

Qualifications:

1. Apply active listening techniques in order to obtain complete and accurate information.
2. Demonstrate the principles of proper English sentence structure, spelling, grammar and punctuation, to communicate clearly and concisely both orally and in writing for the purpose of obtaining and disseminating information.
3. Establish and maintain courteous and effective working relationships with others.
4. The ability to type and operate PC computer.

Application and Selection Process: Human Resources reserve the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Program Coordinator, Chuck Wright at 602-223-2058.

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